

MWI 5113.1

REVISION F

EFFECTIVE DATE: June 12, 2003

EXPIRATION DATE: June 12, 2008

MARSHALL WORK INSTRUCTION

PS01

GOVERNMENTWIDE COMMERCIAL PURCHASE CARD OPERATING PROCEDURES

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MFSC-P06.1-C11 to a Directive. Previous history retained in system as part of canceled or superseded ISO document files.
Revision	A	8/20/99	Changes made to reflect new organizational codes. Requirement for MOU with S&MA revised at 6.9. (2). Reference to MOU at 9.a. updated for expanded ISO scope.
Revision	B	9/7/00	Changes made to reflect the numbering format required by MPG 1410.2. Changed MMI 1845.1 to MPG 1840.2 and added MWI 5100.2, MPG 1410.2, and PS-OWI-15 to paragraph 3, Applicable Documents. Changes made at 5.e., 6.a., and 6.m. to allow purchase of construction services between \$2,000 and \$5,000 under a Blanket Purchase Agreement. Revised the approval process for Information Technology purchases at 6.g. (1) and 6.j. (3). Changes made to delete requirement at 6.i, 6.j and 6.l for screening of purchases by Cataloging. Added requirement at 6.1 to check MSFC resources prior to making purchase. 6.a (4) added language for violation of use of credit card; Revised 6.a. (6) to include controlled equipment threshold. Use of APRS for funding added at 6.e. and m. (1). 6.f Added requirement for verbal approval; Deleted 6.g. (2) purchase of flight hardware/software, except for an emergency purchase only. Changes to training requirements at 6.c. (4). Updated List of Unauthorized Purchases at Paragraph 6.g.(5). 6.i added requirement to maintain vendor's receipts; Changed reference to NationsBank at paragraph 6.n to Bank of America. 6.p Changes to Cardholder file. Added reference to MSFC Form 4235-2 to Paragraph 9.c.
Revision	C	5/21/01	Deleted NPG 4200.1 at 3.4. Added language at 5.2 to allow other appropriate supervisors not in the cardholder's supervisory chain to be Approving Officials (AO) and to allow AOs to request cards be cancelled. Changed 5.3 to require cardholder to be MSFC employee. Added procedure for accepting rebates at 6.1.8. Deleted 6.2, 6.3.1 and 6.3.2. Added requirement for Approving Officials to agree to delegation at 6.3.3. Changed 6.3.4.to read "credit card training". Deleted 6.3.5. Deleted telephone no. at 6.5.1. Deleted "within a fiscal year" from 6.5.5. Changed 7.2.1 and 7.2.2 to read Quality Assurance Representative (QAR). Change made at 6.7.5 to allow the purchase of training requirements by CD20 and added tuition, and registration/conference fees to Unauthorized List. Deleted requirement for monthly statement copy in each individual file at 6.10. Deleted the requirement for sending AD41 a copy if item is not controlled or sensitive equipment at 6.10.1. Added language at 6.12 that cardholder shall make a notation of all purchase order numbers applicable to statement, maintain a copy of the approved monthly statement, and shall not approve

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			own monthly statement. The word "monthly" added at 6.14.
Revision	D	8/26/02	<p>Revised title of MWI from "Credit Card Operating Procedures" to "Governmentwide Commercial Purchase Card Operating Procedures" and changed "credit card" to "purchase card" throughout the document. Redundant language was deleted and editorial changes were made throughout the MWI. Deleted "Added Tax ID..." from Revision C History Log. Section 1, added "to non-procurement personnel" to 2d sentence. Section 3, Applicable Documents, added MPD 1860.1, MPG 1860.1, MPG 8715.1, MWI 8540.2 and MWI 8550. Deleted last sentence from 5.4. Paragraph 6.1, deleted first three sentences, deleted last 2 sentences from 6.1.1; deleted 6.1.3; 6.1.7 (now 6.1.6) deleted "weekly". Paragraph 6.2.2, added website address for electronic purchase card training for Approving Officials/ Alternates; 6.6.1, deleted reference to 6.8.3; 6.6.1.1, deleted "in place Requirements Type Contracts, Purchase Agreements, and Software Licenses" and added "existing contracts (ODIN, PrISMS, CSOC)"; added "and services"; 6.6.1.4 (now 6.6.1.2) replaced "in place requirements type indefinite delivery/indefinite quantity (ID/IQ)" with "on an existing"; deleted "purchase agreement, or software license"; added "subject to the approval of the OCIO/MSFC CIO..." deleted 6.6.1.2 and 6.6.1.3, renumbered 6.6.1.4 as 6.6.1.2 and moved 6.8.3.1 & 6.8.3.2 regarding waiver and approval of purchase of IT to 6.6.1.3 and 6.6.1.4; 6.6.2, deleted "except for emergency..." Paragraph 6.6.2.2, changed "Engineering Logistics Group's Flight Hardware Support Operations to Property Management Group; 6.6.2.4, deleted Engineering Logistics Group, FHSO, and added PMG in 4471, 6.6.3, changed to "Hazardous/Chemical Materials, Radioactive Materials, and Lasers/Laser Systems"; deleted first sentence; 6.6.3.1.a (new), added requirement for Environmental Engineering Department approval prior to purchase of hazardous/chemical materials; 6.6.3.1.b (new), added "Occupational Medicine and" to name of Environmental Health Services; added 6.6.3.2, Radioactive Material, and 6.6.3.3 regarding approval of laser purchases; added 6.6.3.4 regarding requirement for MSDS. Paragraph 6.6.5, in the bullet "Construction Services", deleted 2d sentence. Added Government sources of supply in new paragraphs 6.7.1 through 6.7.3.2; 6.7.1 (now 6.7.4) gives guidance for selecting vendors if required items are not available from Government sources; deleted 6.7.1.1. Deleted 6.8, 6.8.1, 6.8.2, 6.8.3, 6.8.3.1, 6.8.3.2, and NOTE. Paragraph 6.9 (now 6.8), added reference to section 6.12 and deleted last sentence. Paragraph 6.10 (now 6.9) deleted 1st sentence; 6.10.1 (now 6.9.1) and 6.10.2 (now 6.9.2), editorial changes made; Deleted 6.10.4; paragraph 6.11 (now 6.10) split into two paragraphs (6.10.1 and 6.10.2), and deleted last sentence of 6.10.1. Paragraph 6.13 (now 6.12), the text is now numbered 6.12.1 and added statement that if a receipt is not received, the cardholder shall document the file; added</p>

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			6.12.2 regarding file documentation specific to construction projects; Added 6.13, Canceling the Purchase Card, and 6.14, Transfer of Cardholder. Paragraph 9, added maintenance period for records.
Revision	E	12/16/02	Paragraph 6.1.2, 3 rd sentence, is revised to change the monthly (calendar) limit on purchases of \$10,000 and \$40,000 respectively, to \$50,000.
Revision	F	6/12/2003	Changes made to reflect the implementation of the Integrated Financial Management Program (IFM) automated end-to-end purchase card process known as P-Card. Deleted MWI 5100.2 and PS-OWI-03 at paragraph 3 and changed the title of MWI 5100.1. Changed paragraph 4. to include websites for training and P-Card On-Line Quick Reference (OLQR). Changed 5.2.2 to include language for reconciling transactions in P-Card by the end of each month. Added 5.7, P-Card Solution and 5.8 Transactions. Corrected language in 6.1.2. Changed 6.2.2 to specify training required prior to issuance of the card. Added language at 6.3 to allow cancellation by APC of unactivated cards. Changed 6.4 in its entirety and replaced with language for funding under the Financial Classification Structure (FCS). Throughout the document deleted reference to MSFC Forms 4235, 4235-1, and 4235-2, and replaced the reference to MSFC Form 4235 with P-Card Order Log. Changed 6.6.2 regarding the use of the card to purchase flight hardware, software and GSE only in unusual or emergency situations. Changed ISD to Office of the Chief Information Officer in 6.6.1.4. Deleted 6.8, 6.8.1, and 6.8.2. Added language at 6.9.1 for verifying funding in P-Card. Rewrote 6.9.3 Payment. Changed 6.10 to Transaction Reconciliation and to include the process for electronic reconciling in P-Card and the penalty for not reconciling all transactions by the end of each month. Changed 6.10.2 to include the approval process. Deleted 6.11. Deleted reference to the Purchase Card Purchase Record and monthly bank statements at 6.12, 6.12.1, and 6.12.2. Deleted reference to all forms at paragraph 10. except MSFC 4099 and added NASA Form 1700. Changed "quality records" to "records" in paragraphs 9 and 10.

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1. PURPOSE

The Governmentwide Commercial Purchase Card Operating Procedures serve as a quick reference tool for obtaining, utilizing, and maintaining a Government purchase card. These procedures provide instructions to non-procurement personnel for making micro-purchases using the Governmentwide commercial purchase card.

2. APPLICABILITY

This Marshall Work Instruction (MWI) applies to all Marshall Space Flight Center (MSFC) organizations.

3. APPLICABLE DOCUMENTS

- 3.1 Federal Acquisition Regulation (FAR)
- 3.2 NASA FAR Supplement (NFS)
- 3.3 NPG 1441.1, "NASA Records Retention Schedules"
- 3.4 MPD 1860.1, "Laser Safety"
- 3.5 MPD 2800.1, "Management of Information Technology Systems and Services at MSFC"
- 3.6 MPG 1410.2, "Marshall Management Directives System"
- 3.7 MPG 1840.2, "MSFC Hazard Communication Program"
- 3.8 MPG 1860.1, "MSFC Radiation Procedures and Guidelines"
- 3.9 MPG 5000.1, "Purchasing"
- 3.10 MPG 8715.1, "Marshall Safety, Health, and Environmental (SHE) Program"
- 3.11 MWI 4200.1, "Equipment Control"
- 3.12 MWI 8540.2, "Affirmative Procurement Program for Environmentally Preferable Products"
- 3.13 MWI 8550.5, "Hazardous Material Management"
- 3.14 MWI 5100.1, "Procurement Requisitioners Guide"
- 3.15 PS-OWI-15, "Simplified Acquisition Threshold (SAT) Procurement Process"

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4. REFERENCES

MSFC Governmentwide Commercial Purchase Card Program (data linked electronically at <http://ec.msfc.nasa.gov/msfc/metro/ccard.html> includes P-Card Web-Based Training (WBT); Approving Official Computer-Based Training (CBT); On-line Quick Reference (OLQR) guide for NASA's Core Financials; Purchase Card Points of Contact (POCs), etc.

5. DEFINITIONS

5.1 Agency Program Coordinator (APC). The Agency Program Coordinator for MSFC is appointed by the Procurement Officer and serves as the liaison between MSFC and the purchase card provider. The APC may also serve as the Dispute Office contact.

5.2 Approving Official.

5.2.1 The Procurement Officer shall designate an Approving Official and Alternate Approving Official for each cardholder and issue a delegation of authority to each specifying the authority being delegated. The authority shall not be redelegated. The Approving Official shall be the cardholder's immediate or higher-level supervisor, or if acceptable to the Procurement Officer, another appropriate supervisor higher in grade than the cardholder.

5.2.2 The Approving Official has the authority to request the APC to cancel a cardholder's purchase card at any time. The Approving Official provides verbal approval prior to purchase of items, and reviews and approves the cardholder's monthly transactions in P-Card by the end of each month. The Alternate Approving Official shall serve in the absence of the Approving Official to avoid statement processing delays and late payment penalties. For construction services only, the team lead may be designated as the Approving Official.

5.3 Cardholder. The Procurement Officer designates individual cardholders based upon supervisory recommendations. A cardholder shall be an MSFC employee. The Procurement Officer shall issue a delegation of authority to each cardholder specifying the authority and limitation of the delegation. The authority delegated by the Procurement Officer cannot be redelegated. The use of a purchase card by anyone other than the designated cardholder is prohibited.

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5.4 Construction Services. Minor modifications, alterations, or repairs to buildings and facilities. Included are such things as painting, installation of carpet, installation of electrical outlets, installation of equipment, etc., which are generally accomplished by construction or maintenance personnel.

5.5 Governmentwide Commercial Purchase Card. As used in this procedure, the method of payment used to pay for supplies and services not exceeding \$2,500 per single purchase and construction services not exceeding \$2,000 per requirement, except for construction services up to \$5,000 under a Blanket Purchase Agreement (BPA). The term purchase card is used throughout this Instruction.

5.6 Procurement Officer. The Procurement Officer is the Director, Procurement Office, and has overall responsibility for managing the procurement activity.

5.7 P-Card Solution: An application designed to provide an automated end-to-end purchase card process. Cardholders shall record purchases and reconcile transactions on line. Detailed instructions on how to use P-Card can be found at the OLQR website. Cardholders and Approving Officials shall complete the P-Card WBT and a NASA Form 1700 (IFMP System Access Request) to receive a password for P-Card access.

5.8 Transactions. Actual charges imported from the bank that will be matched to an order log in P-Card. Transaction files will be downloaded from the bank on the 24th of each month and cardholders shall reconcile and Approving Officials approve by the end of each month. All approvals will be accomplished within the system.

6. INSTRUCTIONS

6.1 Using the Governmentwide Commercial Purchase Card. Prior to making any purchase, the cardholder shall verify that available MSFC resources do not exist that meets the Government's requirements. This verification is accomplished by checking the available resources in the MSFC supply system, the flight hardware support operations residual hardware (<http://fhs>), and use of the One Stop Service site, "Reutilization of Excess Property."

6.1.1 Single Purchase Limit. The purchase card may be used for authorized purchases of \$2,500 or less, construction services not exceeding \$2,000 per requirement, and construction services up to \$5,000 under a BPA.

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6.1.2 The purchase card is used for over-the-counter and telephone transactions in much the same way as personal credit cards. The vendors collect payment from the bank and the bank collects from the Government at the end of the billing cycle. The monthly (calendar) limit on purchases is \$50,000 per purchase card account, which may be increased ONLY after obtaining approval from the Agency Program Coordinator for each occurrence. Each request for approval must be supported in writing (e-mail) with a stated specific purpose.

6.1.3 The cardholder shall not "fragment" procurement requirements in order to circumvent the micro-purchase threshold specified in paragraph 6.1.1 above. The micro-purchase limit is a statutory requirement (i.e., ONLY Congress can change). Violations may result in disciplinary action to the cardholder and Approving Official, loss of purchase card authority for the end user, and/or loss of purchase card procedure authority for the Approving Official's area of responsibility. If the requirement is greater than the single purchase limit specified in 6.1.1, the action must follow simplified acquisition procedures and be procured by a warranted Contracting Officer (CO) in the Procurement Office.

6.1.3.1 The cardholder and Approving Officials shall ensure that use of the purchase card is for a valid Government requirement meeting the needs of the organization. Personnel who misuse the purchase card are subject to disciplinary action (up to and including removal in appropriate cases) and/or revocation of their card privileges or approval authority.

6.1.4 The Purchase Card Program has internal controls to protect the cardholder, vendor, and Government. The vendors use an electronic or telecommunication method for obtaining authorization from the purchase card provider for each purchase. The authorization ensures that the cardholder's purchase is within the assigned purchase limitations and also verifies that the vendor's classification code is of the type permitted under the Purchase Card program.

6.1.5 Items purchased with purchase cards are subject to MSFC equipment control procedures. Authorized users are responsible for ensuring that all equipment identified as a sensitive item per MWI 4200.1, Appendix A, are properly entered into the MSFC NASA Equipment Management System (NEMS) and tagged with a NASA Equipment Management Tag. Other purchased items will be tagged in accordance with MWI 4200.1.

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6.1.6 The Procurement Office will conduct weekly and annual purchase card audits. The annual audits will be based on a random sampling of cardholders' purchases and will be supported by other organizations, as required.

6.1.7 Some vendors may offer rebates. If a rebate is offered, the cardholder shall instruct the vendor to send their check payable to NASA/Marshall Space Flight Center, Attn: RS21/Collection Agent, MSFC, AL 35812. If a cardholder receives a rebate check, made payable to the cardholder, he/she shall hand carry or place in the internal mail to RS21/Collection Agent.

6.2 Requesting A Card.

6.2.1 To obtain a card, the proposed cardholder's immediate supervisor shall forward an e-mail to the APC including the following information:

- Name and job title of proposed cardholder;
- Office symbol and organization;
- Phone number;
- A justification or basis for issuance of the card;
- The name, organizational code, and phone number of the cardholder's Approving Official; and
- The name, organizational code, and phone number of the cardholder's Alternate Approving Official.

6.2.2 Prior to issuance of purchase cards, Cardholders and Approving Officials are required to complete training on the appropriate use of the card and P-Card web-based training on how to create and modify order logs and reconcile monthly transactions. The cardholder will be contacted for the next available training session. A purchase card will not be issued until both the cardholder and the cardholder's Approving Officials have completed training. Approving Officials and their alternates may take the purchase card training electronically at the following website: <http://ec.msfc.nasa.gov/cgi-bin/cbt/cc/index.cgi>

6.3 Activating The Card. Immediately upon receipt of the purchase card, the cardholder should call the toll-free telephone number shown on the activation label attached to the card to activate the account. An electronic system guides the cardholder through the process of activation. **Purchase Card accounts that are not activated within six months of issue date will be closed by the APC. The APC will notify the Cardholder prior to the Purchase Card account being closed.**

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NOTE: This card is for the cardholder only. The cardholder should never allow another individual to use his/her account number or card! Personnel who violate this rule are subject to disciplinary action and/or revocation of card privileges.

6.4 Funding.

6.4.1 The cardholder must have complete funding information in the Financial Classification Structure (FCS), which includes: funds, fund center, cost center, WBS, and internal order to create and save an order log in P-Card. The cardholders Program Analyst can provide assistance in determining the FCS. The cardholder shall create and successfully save an order log in P-Card to verify funding is available prior to making a purchase. Verification that funds have been certified will be accomplished by successfully saving the order log.

6.5 Requirements Definition. The first step in acquiring any product or service is to clearly identify the Government's requirement in terms of meeting the Government's minimum needs. Each cardholder and his/her Approving Official are responsible for making purchases to meet valid requirements. Prior to making any purchase, the cardholder is required to obtain verbal consent from the approving official or alternate approving official.

6.6 Special Limitations Regarding The Use Of Purchase Cards. Purchase cards may be used to purchase "commercial items." Commercial items are products and services available on the open market and "off-the-shelf." The following products and services are areas where special limits have been enacted regarding the use of the purchase card for some commercial items.

6.6.1 Information Technology (IT). IT includes off-the-shelf computer hardware, software and peripherals.

6.6.1.1 The Government has existing contracts (ODIN, PrISMS, CSOC) for IT hardware, software, and services to ensure existing network interoperability and to control maintenance costs. Items available through an existing contract SHALL NOT be purchased by purchase card except as follows:

- The item is purchased from ODIN, or
- The item is either fully interoperable with MSFC networks or will not be connected to them; AND

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- The item may be acquired at a savings over the existing contract, agreement, or license; AND
- Any hardware items must be energy star compliant, where possible.

6.6.1.2 Computer hardware, software, and peripherals, which are not available on an existing contract may be purchased by purchase card, subject to the approval of the OCIO/MSFC CIO (see 6.6.1.3 below). Such purchases shall conform to the single purchase and monthly limits in accordance with the cardholder's buyer organization and MSFC Chief Information Officer (CIO) current policies and procedures.

6.6.1.3 A waiver must be granted for any IT purchase, except for an ODIN catalog purchase. The cardholder must submit a written justification for waiver to their Organizational Chief Information Officer (OCIO). The justification may include special mission requirements as well as cost and must include full life-cycle cost of the items. The purchase shall not be made until the cardholder has received the approved waiver. An OCIO or the MSFC CIO must approve all IT purchase card purchases. Under no circumstances shall an OCIO or Alternate OCIO approve their own waivers and/or purchases.

6.6.1.4 When the item to be purchased will be used with a MSFC network, the item must be approved by AD30/the Office of the Chief Information Officer to ensure compatibility and maintainability. The justification should discuss the compatibility to the network to which it will be connected. After the requesting organization's OCIO concurs, the justification should be forwarded to AD32 for approval. To e-mail the justification, send to Charlotte Campbell. The results will be e-mailed to the initiator with a copy to the OCIO.

NOTE: If the purchase is for a complete computer system, notify AD32 (see Purchase Card POCs List) for directions on disposition of the current system.

6.6.2 Flight Hardware, Flight Software, and Ground Support Equipment (GSE). MSFC has established the Flight Hardware Support Facility contract to acquire, kit and store (if required) flight hardware and related items that fall within the MSFC purchase card threshold. Purchase cards should be used for the purchase of flight hardware only in unusual or emergency situations, and where the program/project manager has authorized such use. The following procedures must therewith be adhered to:

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6.6.2.1 A Quality Assurance Representative (QAR) shall be contacted to assign quality requirements (in writing) prior to placing the order following the general requirements of MWI 5100.1, Chapter 1, CH1.4.2. If the project quality plan includes the specific quality requirements for the item being purchased, then the requiring activity may include these quality requirements with the order and notify the cognizant QAR prior to placement of the order. The quality requirements shall be provided to the vendor in writing.

6.6.2.2 The requiring activity shall note in the P-Card order log comment field if the order is flight/flight associated, record the QAR's name, and file the quality requirements bearing the signature of the QAR in the purchase order file. Quality approval is not required if the requirements are provided in the quality plan. However, in this event, the requiring organization must inform the QAR of the procurement prior to placement of the order. A copy of the P-Card Order Log shall be forwarded to the cognizant QAR and to the Property Management Group (PMG) in building 4471.

6.6.2.3 The purchase cardholder is responsible for ensuring that the following requirements are met on any flight software purchase:

- a. The manufacturer shall disclose on a data sheet or the outside of the packaging (without opening) the minimum system requirements needed to operate the commercial off-the-shelf software application.
- b. The manufacturer shall disclose on a data sheet or the outside of the packaging (without opening) the supplier's version number of the commercial off-the-shelf software application.
- c. The manufacturer shall include documentation (hardcopy or electronic), which assists the user in the installation of, and overall understanding of, the commercial off-the-shelf software application's functionality.

6.6.2.4 When required, special handling instructions not already specified by existing procedures (Center or Organizational Issuances) shall be documented by the requiring activity and provided to the QAR prior to placing the order. These may be included in the project quality plan, project plan, or other existing documentation. These requirements shall be provided by the requiring activity to the PMG in 4471.

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6.6.2.5 If the requiring activity plans to store the purchased items prior to use, they shall utilize the Flight Hardware Support Facility (building 4723) or store the items in accordance with existing procedures (Center or Organizational Issuances). When required, special storage procedures not already specified by existing procedures (Center or Organizational Issuances) shall be documented by the requiring activity and provided to the QAR and to the FHSO prior to placing the order. The storage procedure may be included in the project quality plan, project plan, or other existing documentation.

6.6.2.6 All items shall be shipped directly to the Property Management Group (PMG) in Building 4471. The shipping address is as follows:

Marshall Space Flight Center Central Receiving
Building 4471
MSFC, AL 35812

6.6.2.7 The PMG shall generate an Inspection and Acceptance Request (I&AR) and deliver the procured items to QS30 Receiving Inspection in building 4705 along with a copy of any special handling instructions. QS30 shall inspect the items in accordance with established requirements and forward the items for use or to storage. If the above requirements have not been followed, QS30 shall reject the items, note the reason for rejection on the I&AR, and return the item to the initiator of the I&AR.

6.6.2.8 Items not procured, handled, or stored in accordance with the above requirements shall not be used for their intended purpose unless the Directives Control Board, in accordance with MPG 1410.2, paragraph 3.10, grants a waiver. The requiring activity shall be responsible for preparing and processing the waiver.

6.6.3 Hazardous/Chemical Materials, Radioactive Materials, and Lasers/Laser Systems. The cardholder must obtain appropriate concurrence signatures on procurement documentation prior to the purchase of hazardous/chemical material, radioactive materials, and lasers/laser systems. The required reviews/approvals and instructions regarding the purchase of the items are as follows:

6.6.3.1 Hazardous/Chemical Materials.

a. Environmental Engineering Department (EED)(AD10) and Occupational Medicine and Environmental Health Services (OMEHS)

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approval is required prior to the purchase of hazardous/chemical materials. Prior to purchasing the material, the cardholder shall fax a copy of the P-Card Order Log to the EED (544-6732) for a determination in accordance with MWI 8550.5, "Hazardous Material Management." EED will stamp the document indicating whether or not the chemical is acceptable for use on MSFC and return to the cardholder.

b. All hazardous/chemical materials purchased shall be packaged in shatterproof containers, when available. A copy of the Material Safety Data Sheet (MSDS) shall be forwarded to Occupational Medicine and Environmental Health Services (OMEHS) (AD02) and a copy maintained in the cardholder's record file. The cardholder is responsible for notifying receiving (AD41) and annotating on the P-Card Order Log that hazardous materials have been purchased. The Environmental Engineering Department shall be notified upon receipt of hazardous materials by submitting MSFC Form 4099 in accordance with MPG 1840.2.

6.6.3.2 Radioactive Material - Prior to purchasing or shipping any radioactive material, approval is required from the Radiation Safety Officer (RSO), Occupational Medicine and Environmental Health Services (OMEHS), Management Support Office. The cardholder shall fax a copy of the P-Card Order Log to the RSO (544-5746) for a determination in accordance with MPG 1860.1. Cardholders shall advise the contractors to request shipping instructions from the RSO prior to shipment. If radioactive materials are ordered, the name of the radioactive isotope should be indicated and the words "RADIOACTIVE MATERIALS" shall be written on the card order.

6.6.3.3 Class 3B and 4 Lasers/Laser Systems - Prior to purchasing any class 3B or 4 laser/laser system, approval is required from OMEHS. The cardholder shall fax a copy of the P-Card Order Log to OMEHS (544-5746) for a determination in accordance with MPD 1860.1.

6.6.3.4 An MSDS may be required when purchasing hazardous/chemical materials. Prior to purchasing the material, the cardholder should fax a copy of the P-Card Order Log to OMEHS for determination of the requirement for an MSDS. OMEHS will stamp the document indicating whether or not an MSDS is required and will fax a copy back to the cardholder. If an MSDS is required, do not use acronyms or abbreviations when describing materials.

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6.6.4 Special Controls and Approvals. See Appendix D of MWI 5100.1, "Procurement Requisitioners Guide," for items or services with special controls and approvals. There are also controlled items that include televisions and VCRs that require special approval.

6.6.4.1 Office Furniture. The MSFC Logistics Services Department has an existing contract for office furniture and the purchase of furniture must be through this contract. Purchase cards may be used for the purchase of office furniture only when purchased through the existing contract.

6.6.5 Unauthorized Purchases. The following is a listing of products and services that are not authorized for purchase with the purchase card. This list is not intended to be all-inclusive. If the cardholder is not sure an item is authorized, he/she should coordinate with the APC prior to making the purchase.

- Cash Advances
- Rental or Lease of Motor Vehicles
- Rental or Lease of Land or Buildings (including conference facilities).
- Purchase of Airline, Bus, Train, or Other Travel-Related Activities
- Purchase of Meals and Drinks (with the exception of CD20 for purchases of refreshments for awards ceremonies)
- Travel-Related Purchase of Meals, Drinks, Lodging, or Other Travel or Subsistence Cost
- Purchase of Gasoline or Oil
- Repair of Interagency Fleet Management Automotive Vehicles (GSA Vehicle)
- Purchase or Rental of Telecommunications and Telephone Equipment
- Janitorial, Yard, and Maintenance Services Other than Repair Services

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- Construction Services over \$2,000 (except up to \$5,000 under a BPA).
- Personal Clothing, Footwear, or Eye Glasses, except when required for Safety/Security
- Printing or Copying Services
- Telephone Calls
- Computer Software and Hardware, except as specifically authorized in accordance with this MWI
- Training, Tuition, and Registration/Conference Fees

The Employee and Organizational Development Department (CD20) is the only organization authorized to procure training requirements for the Center.

- Water (with the exception of TD70 for purchase of bottled water for use in the Test Areas)
- Explosives, Propellants, and Pyrotechnics

6.7 Vendor Selection.

6.7.1 Government agencies are required to purchase supplies and services from the following sources if they are available within the period required.

6.7.1.1 UNICOR/Federal Prison Industries, Inc., which is a wholly owned Government corporation. Its function is to provide training and employment for prisoners in Federal penal and correctional institutions. Items manufactured or assembled pursuant to this program are listed at website address <http://unicor.gov>.

6.7.1.2 The Javits-Wagner-O'Day (JWOD) Act requires Government agencies to purchase supplies or services from nonprofit agencies employing people who are blind or severely disabled. A list of commodities and services available from the JWOD Program is accessible under website addresses provided below. The JWOD Program is a mandatory source program.

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- How to buy JWOD products:
http://www.jwod.gov/jwod/p_and_s/buyprods.html
- JWOD.com - This site allows the search for specific JWOD products, view catalogs, and make direct orders.
<http://www.jwod.com/>
- Awards & Recognition Products:
<http://www.lighthousestore.com/Awards.htm>
- JWOD Authorized Distributors:
http://www.jwod.gov/jwod/participate/current_distributors.html
- Delaware Industries for the Blind (DIB): This associated agency specializes in the following: Award Plaques, Promotional Products, Engraved Signs, Employee Recognition Gifts, Name Badges & Name Plates, Certificate Plaques, etc:
<http://www.promoplace.com/dib>
- NIB Associated Agency Listing: Contains a geographical listing of National Industries for the Blind (NIB) associate agencies:
http://www.nib.org/new_page_69.htm

In the event identical supplies or services are available from both the Federal Prisons and JWOD agencies, purchases shall be in the following priority:

- a. Supplies: Federal Prison Industries, JWOD participating nonprofit agencies, commercial sources.
- b. Services: JWOD participating nonprofit agencies, Federal Prison Industries or commercial sources.

6.7.2 Affirmative Procurement Requirements.

6.7.2.1 Affirmative procurement is the required purchase of products that contain recycled material. This requirement is set forth by Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition."

6.7.2.2 The cardholder shall consult MWI 8540.2, "Affirmative Procurement of Environmentally Preferable Products," if purchasing a product from any one of the following eight categories: (1) construction products, (2) landscaping products, (3) non-paper office products, (4) paper products, (5) park and recreation products, (6) transportation products, (7) vehicular products, and (8) miscellaneous products. For specific products,

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the cardholder shall consult the web site provided by the Environmental Protection Agency at <http://www.epa.gov/cpg/products.htm>.

6.7.2.3 If the cardholder chooses not to purchase one of the required recycled products, a waiver (MSFC Form 4412) for that product is required to be processed pursuant to MWI 8540.2.

6.7.3 General Services Administration (GSA) Federal Supply Schedules (FSS).

6.7.3.1 GSA Federal Supply Schedules are available for obtaining commonly used commercial supplies and services at prices associated with volume buying. GSA also has an on-line shopping service called "GSA Advantage!" This service allows for the placement of orders using the purchase card. (GSA refers to the purchase card as a "SmartPay" purchase card). The website address for GSA is <http://www.fss.gsa.gov>.

6.7.3.2 It is mandatory that certain items be purchased from GSA schedules. These include: customized business cards (shall be purchased from JWOD schedule) and Express Domestic Small Package Delivery Service (FedEx).

6.7.4 Consideration should be given to the following in selecting a vendor if required items are not available from the above sources.

- Small businesses are preferred sources;
- The use of local businesses is encouraged; and
- Rotate vendors to avoid the appearance of favoritism.

6.7.5 The selected vendor may be contacted to obtain a quote. The steps in the process for obtaining a quote and placing an order are as follows:

6.7.5.1 Confirm that the vendor accepts the Government purchase card. Secondly, confirm that the purchase will be tax exempt (generally, purchases made by the Federal Government are exempt from State and local taxation). The APC will provide the MSFC Tax ID Number at purchase card training or upon request by the cardholders. However, if the vendor does not agree that the purchase is tax exempt, the tax may be included if the item with the inclusion of taxes is less costly than a minimum order or if

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purchased from another vendor. The total purchase price including taxes shall not exceed \$2,500. Also, request the vendor provide an original receipt/invoice.

6.7.5.2 Provide the vendor the following information: a description, part number, etc., of the item to be quoted and the desired quantity.

6.7.5.3 Request the vendor provide the unit cost and total cost of items quoted; proposed delivery date; and the amount of any shipping charges. The total purchase price including taxes and shipping charges shall not exceed \$2,500.

6.7.5.4 Obtain the vendor's agreement that all items are available for immediate shipment and that the vendor will not bill until shipment is complete. Cash on Delivery (C.O.D.) is not allowed. If the requirements of paragraphs 6.6.1, 6.6.2, 6.6.3, and 6.6.4, as applicable, have been met, and an order log saved successfully in P-Card, the cardholder may place the order. Provide the vendor the purchase card number and shipping instructions. (Shipment shall not be made to a cardholder's residence). Instruct the vendor to include the P-Card Order number and cardholder's name, building number, and room number on all shipping documents. Inform the vendor that the purchase card number must not be placed anywhere on the outside of the shipping container.

6.8 Special Instructions For Construction Purchases. Operations and Maintenance Group (AD23) of the Facilities Engineering Department is the only MSFC organization authorized to purchase construction services.

6.8.1 Making a Purchase Under \$2,000. The cardholder, after receipt of an approved Facilities Work Request (FWR), will contact a vendor from the construction vendor listing (see paragraph 6.9.4) and transmit the scope of work information to the contractor. It is incumbent on the cardholder to provide the information in a manner to ensure the contractor understands the scope and schedule. This transmission may be verbal, via fax, or e-mail depending on the complexity of the work to be performed. The cardholder will negotiate a fair and reasonable price. The agreed-upon price will be entered on the P-Card Order Log and saved successfully to verify funding availability. The cardholder will not give the vendor the purchase card account number until the work has been accepted as complete. If modifications are required, they will be entered as another line

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item on the Order Log and successfully saved to verify funding availability.

6.8.2 Placing an Order Between \$2,000 and \$5,000 Using the BPA. Purchase card purchases for construction services between \$2,000 and \$5,000 will be made under a BPA (see FAR 13.303, NFS 1813.303 and PS-OWI-15). Only qualified vendors having accepted the terms and conditions of the BPA will be used for these services. In accordance with NFS 1813.301(a)(i), individual orders up to \$5,000 under this BPA are authorized.

6.8.3 Payment. After the cardholder has accepted the work as complete and successfully saved the Order Log in P-Card, the card number will be given to the vendor.

6.8.4 Construction Vendor Listing. Construction purchase card purchases will reference and require the selected vendor to abide by MSFC Technical Specification for Repairs and Construction and MPG 8715.1, "Marshall Safety, Health, and Environmental (SHE) Program". Vendors interested in participating in the program will be placed on a listing and given a hardcopy of the latest revision of the specification with instructions that it is their responsibility to obtain future revisions. Participation will be limited to small businesses. Vendors will be added to the list by request, in writing, to the Contracting Officer, PS32. The following information is required for the construction vendor listing: vendor name and address, point of contact, verification of small business size, and a statement that the vendor is a participating member of the purchase card program with the appropriate bank. The vendor database will be updated to include the vendor in the process. All vendors qualified and under agreement with the BPA for construction are eligible for participation in the construction purchase card program.

6.9 Transaction Reconciliation.

Transactions are imported from the bank into P-Card on the 24th of each month. The cardholder is responsible for accessing P-Card and reconciling the transactions by the end of the month. P-Card permits the cardholder to designate an alternate who can enter/modify order logs and reconcile monthly transactions. The alternate is not permitted to make purchases. Cardholders who fail to reconcile monthly transactions within the timeframe specified will be sent a warning. If there is a second occurrence, the card will be revoked. A request by memorandum to the APC for reinstatement may be made three months from revocation. If it is in the government's best interest, the card may be reinstated.

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6.9.1 If the amount on the monthly transactions is incorrect, it is the cardholder's responsibility to contact the vendor and get the difference reconciled. When a discrepancy cannot be resolved by dealing with the vendor, the cardholder should contact the Bank of America, Government Card Services Unit (GCSU), by calling 1-800-472-1424. If a dispute occurs, Cardholders should check the dispute radio button on the P-Card Order Log and notify the APC. After the statement is reconciled in P-Card and the status of each transaction is "D", the cardholder shall notify the Approving Official that transactions are awaiting approval in P-Card.

6.10 Cardholder File.

6.10.1 The cardholders shall maintain record files consisting of the following documentation: Name of users/requestors of items purchased, documentation required by 6.6.1, 6.6.2, 6.6.3, and 6.6.4, quotes or correspondence relative to the transaction, original vendor receipts/invoices (if a receipt is not received, the cardholder shall document the file that a receipt was requested but not provided (see paragraph 6.7.5.1)), and copies of disputes information. The record files shall be retained by the cardholder for three years following payment of the monthly statement, at which time the files may be destroyed.

6.10.2 Cardholder files for construction projects shall also include the following: Original FWR, price quotes if competitive quotes were received, modifications to the FWR, acceptance or deficiency/rejection reports, and any notes that are required to describe the transaction.

6.11 Transfer of Cardholder.

If a cardholder transfers to another organization, he/she must receive approval from the new supervisor to retain the card. If approval from the supervisor is received, the APC shall be notified and the Procurement Officer will designate a new Approving Official and Alternate within the cardholder's new organization.

6.12 Canceling the Purchase Card

The APC shall be notified when a cardholder no longer requires a purchase card or when a cardholder leaves the employment of MSFC. Subsequently, the cardholder shall hand carry the card to the APC.

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7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

See paragraphs 6.3 and 6.6.1.4

9. RECORDS

Records are the weekly and annual purchase card audits (see [Appendix D, MPG 5000.1, "Purchasing"](#)); purchase card training records (retained for a period of three years after cardholder's and Approving Officials' delegations are no longer in effect, at which time the records may be destroyed); and the cardholder's record file as identified in paragraph 6.10 (maintained for three years after final payment in accordance with NASA Records Retention Schedule 5/1A.1(b), NPG 1441.1).

10. Forms

(Linked electronically). The blank forms listed below are not records.

[MSFC Form 4099, "MSFC Hazardous Material Input Sheet"](#)
[NASA Form 1700, "IFMP System Access Request"](#)

11. PERSONNEL TRAINING AND CERTIFICATION

See paragraph 6.2.2.

12. FLOW DIAGRAM

None

13. CANCELLATION

MWI 5113.1E December 16, 2002

Original signed by
Axel Roth for

A. G. Stephenson
Director